

# POLICY AND COMMUNICATIONS BULLETIN

## THE CLINICAL CENTER

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Medical Administrative Series

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M92-3 (rev.)

2 May 2001

### MANUAL TRANSMITTAL SHEET

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SUBJECT: Short-Term Credentialing of Non-NIH  
Residents and Fellows

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1. Explanation of Material Transmitted: This issuance transmits the policy of the Clinical Center concerning simplified requirements for credentialing resident and fellow physicians from other institutions who come to the Clinical Center for short periods of time. The policy was approved initially by the Medical Board at its meeting on 21 January 1992. The policy was reviewed most recently by the Medical Executive Committee on 1 May 2001 and approved with the following changes: the simplified credentialing process for short-term appointments is expanded to include non-NIH fellows from ACGME-approved training programs; the time limit is extended to one year; and non-NIH residents are no longer exempt from the CPR training requirement.
2. Material Superseded: MAS No. M92-3 (rev.), dated 23 August 2000
3. Filing Instructions: Medical Staff Section  
  
Remove: No. M92-3 (rev.), dated 23 August 2000  
  
Insert: No. M92-3 (rev.), dated 2 May 2001

### DISTRIBUTION

Physicians, Dentists and Other Practitioners Participating in  
Patient Care

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SUBJECT: Short-Term Credentialing of Non-NIH  
Residents and Fellows

### PURPOSE

There is a need for a system to credential and grant clinical privileges to residents and fellows from associated medical facilities who practice in the Clinical Center for short periods of time. Because they are here for only short periods, and because many such residents may rotate through the Clinical Center over time, a simplified system for credentialing these individuals is needed.

### POLICY

Residents and fellows from other health care facilities who are to rotate through the Clinical Center for short periods of time (i.e., up to 1 year) as a part of their post-graduate training may be credentialed as members of the Junior Medical Staff and given clinical privileges commensurate with their training and experience through a simplified mechanism. This policy applies to residents and fellows participating in ACGME-approved training programs. Non-NIH residents and fellows are ineligible to vote, hold office or serve on any standing Medical Staff committee.

### PROCEDURE

Only the following items of information will be needed to credential and grant clinical privileges to individuals participating in non-NIH, post-graduate residency/fellowship training programs who, as a part of that training, provide medical care to patients at the Clinical Center:

1. A completed Request for Participation in Patient Care (NIH 101-1)
2. A memorandum from the sponsoring NIH Institute Branch Chief or CC Department Head, which contains the following items:
  - a. Candidate's full name.
  - b. Name of Medical School attended and graduation year.
  - c. Name, address, and telephone number of outside institution sponsoring the residency/fellowship.
  - d. Name, address, and telephone number of non-NIH residency/fellowship program director.
  - e. Candidate's planned responsibilities, particularly patient care responsibilities at the Clinical Center.
  - f. Name of the candidate's supervisor and/or preceptor at the NIH.
  - g. Description of the candidate's professional training and experience, and an explanation of how they relate to the candidate's planned patient care responsibilities and the clinical privileges requested at the Clinical Center.
  - h. Certification that the candidate is covered for malpractice either based on specification in a formal contract mechanism with the outside institution or, if applicable, based on completion of a special volunteer agreement between the NIH and the candidate.
  - i. Evidence of CPR training which will remain valid throughout the entire appointment must be provided to Credentialing Services. Note: CPR training will be considered invalid when the expiration/renewal date is exceeded.
3. A completed Application for Short-Term Appointment to the Junior Medical Staff of the Warren G. Magnuson CC, NIH, for an Individual Participating in a non-NIH Residency/Fellowship Program (NIH 2688-2).
4. A completed, appropriate Delineation of Privilege form(s) (NIH 2677) including the countersignature of the Residency/Fellowship Program Director.

The candidate will be exempt from the requirements for licensure. The National Practitioner Data Bank will be queried.

Candidates appointed under this procedure may be appointed only to the Junior Medical Staff, and such appointments may not exceed 1 year. Individuals who will provide patient care for more than 1 year must apply for credentials under the provisions of M90-5, "Credentialing Health Practitioners at the CC."